

SECTION II: STAFFING

10. ORGANIZATION AND MANPOWER CONTROLS. This paragraph prescribes basic Agency policy and general responsibilities pertaining to the establishment and administration of the Agency's manpower control program with respect to the staff manpower ceiling authorized each fiscal year by the Congress and the Bureau of the Budget.

a. POLICY. The Agency will conduct a continuing program of manpower resources management which will assure maximum efficiency and economy in the use of manpower consistent with the Agency's assigned missions and responsibilities.

b. PROGRAM. The Agency's staff manpower control program embraces the following:

- (1) The continuing review of manpower utilization in terms of program objectives, organizational structure, staffing levels, position classification, and productivity measurement;
- (2) The forecasting of the manpower requirements for each Agency component based on the preparation, review, and analysis of annual budget estimates;
- (3) The establishment, by fiscal year, of the approved manpower ceilings for each Agency component based on the preparation and review of operating budgets;
- (4) The projection of long-range Agency manpower requirements by numbers, skills, and occupational fields in direct relationship to Agency programs, assigned missions, and priorities;
- (5) The identification of requirements for staff personnel not only by organizational component but also according to the Career Service assigned the responsibility for providing the trained personnel to meet the requirements;
- (6) The flexibility in position structure to enable Operating Officials to shift personnel to meet short-term changes in workload;
- (7) The differentiation between manpower assigned to carry the unit workload and manpower assigned to training for career and skills development purposes;
- (8) The recognition of the necessity to maintain a reserve of trained personnel who would be immediately available to meet contingency requirements and provision for the assignment of such personnel to productive work or training during periods when a contingency requirement for their services does not exist.

c. DEFINITIONS

- (1) **COMPONENT.** For the purpose of this paragraph, a component is any organizational unit for which a budget is required, prepared, and submitted and for which approved funding levels and personnel strengths are established each new fiscal year by the Director of Central Intelligence.
- (2) **STAFF MANPOWER CEILING.** The staff manpower ceiling of the Agency, or of each of its components, is the maximum number of full-time personnel in both the staffing and development complements authorized to be employed at any time. Each individual in the following categories of personnel will count against the authorized staff manpower ceiling:
 - (a) Staff personnel, including supergrade and Scientific Pay Schedule personnel, but excluding employees on detail to other agencies or activities on a fully reimbursable basis and those who are on leave without pay for more than 30 calendar days. (A part-time staff employee who is scheduled to work less than 40 hours per week counts as one full-time employee if his scheduled hours of work are more than 20 hours per week and as one-half full-time employee if his scheduled hours of work are 20 hours or less per week.)

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- (b) Military and civilian personnel on detail from other Government agencies on a reimbursable basis.
- (3) **STAFFING COMPLEMENT.** A staffing complement is the plan of a component for the assignment and utilization of personnel who are charged against staff manpower ceilings. It identifies the positions to which personnel will be assigned to carry out the assigned missions and functions of the component, the positions allocated to each element thereof (identified by type, grade, and Career Service), and the planned incumbency of each position. Staffing complements are the basis for determining the average position grade for a component and for each Career Service. Staffing complement positions are categorized and defined as follows:
- (a) Limited positions: positions which may be occupied by no more than the specified number of individuals at one time, except for overlaps in connection with reassignment;
 - (b) Flexible positions: positions which may be occupied, as required by existing workload, by any number of incumbents within ceiling allocations. (The number of incumbents planned for each flexible position will be shown in the staffing complement.)
- (4) **DEVELOPMENT COMPLEMENT.** A development complement is a planned allowance established within an approved staff manpower ceiling to provide for the assignment of personnel of a Career Service who are in training or awaiting assignment to positions listed in a staffing complement.
- (5) **CAREER SERVICE GRADE AUTHORIZATION.** The Career Service Grade Authorization (CSGA) of each Career Service reflects the maximum number of personnel authorized on duty at each General Schedule grade level within the Career Service concerned. The CSGA is based upon the number of positions at each grade level which have been identified with a particular Career Service. The CSGA is adjusted upward or downward, as necessary, to compensate for positions occupied by individuals whose Career Service designations are not compatible with the career designations of the positions to which they are assigned.
- (6) **CONTINGENCY TASK GROUP COMPLEMENT.** The Contingency Task Group Complement is a planned allowance within an approved staff manpower ceiling to provide for the interim use of specially trained individuals who are available for immediate assignment or commitment to contingency tasks of high national priority anywhere in the world.

d. RESPONSIBILITIES

- (1) Heads of Independent Offices, Operating Officials, and other officials responsible for budget submissions will:
- (a) Within the framework of the guidelines provided by the Director of Planning, Programming, and Budgeting, include their proposed manpower requirements as a part of their budget submissions;
 - (b) Develop and forward (as requested in the annual program or budget call) to the Director of Planning, Programming, and Budgeting through the Deputy Director concerned (except that Heads of Independent Offices will forward these directly to the Director of Planning, Program-

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ming, and Budgeting) proposed staffing complements or revisions thereto. Except under temporary situations where approval has been granted by the Executive Director-Comptroller, the total number of positions appearing on the approved staffing and development complements will not exceed the staff manpower ceiling of the component concerned. Unless a significant basic change in the assigned responsibilities of the job being performed is clearly demonstrable or a revision of job standards has been adopted, the upgrading of staffing complement positions will be avoided. When an Operating Official or Head of Independent Office proposes to establish, abolish, or change the Career Service designation or grade of a position under his operating control which has a Career Service designation not under his jurisdiction, he will notify the Head of that Career Service as soon as practicable in order that the Head of the Career Service may make appropriate recommendations;

- (c) Review continually personnel requirements with respect to priority of functions and organizational structure to assure maximum productivity and economy in the utilization of personnel.
- (2) Each Head of a Career Service will:
 - (a) Plan the composition of the membership of his Career Service by grades and occupational skills based on requirements for personnel of his Career Service which are included in approved staffing and development complements;
 - (b) Review proposals for revisions to staffing complement positions affecting his Career Service and, if appropriate, make recommendations to the head of the operating component concerned.
- (3) Each Deputy Director will:
 - (a) Review program and budget calls submitted by components under his control to assure that the requested allocations of manpower and distribution of staff manpower ceilings are consistent with program priorities and objectives and represent the most economical utilization of manpower resources possible;
 - (b) Act upon proposed organizational changes or shifts in manpower which are within the budgetary limitations and manpower ceiling allocated to an individual component; i.e., office, division, or comparable unit, without prior approval, provided that such changes have no budgetary or manpower implications for another Directorate. The Director of Planning, Programming, and Budgeting and the Director of Personnel will be notified of such changes;
 - (c) Review and forward proposals for organizational changes and changes in manpower ceilings which are not within the budgetary and manpower ceiling allocated to an individual component or those which have budgetary or manpower implications for another Directorate to the Director of Central Intelligence for approval. Proposals should

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- be forwarded, with appropriate justification, through the Executive Director-Comptroller;
- (d) Submit all proposals for significant organizational changes or manpower shifts, such as, the establishment or deletion of a new station, base, or other major organizational unit to the Director of Central Intelligence for approval. Proposals should be forwarded with appropriate justification through the Executive Director-Comptroller.
- (4) The Director of Personnel will:
- (a) Authenticate and issue staffing complements and revisions thereto, subject to the approval of the Director of Central Intelligence when proposals would result in changes to component ceilings, changes in budgetary requirements, significant changes in organizational structure, or changes affecting another Directorate;
 - (b) Assure that prompt action is taken by Operating Officials to revise staffing complements to equate the number of established positions within a component to its authorized ceiling;
 - (c) Monitor the entrance-on-duty and transfers of personnel among Agency components in order to assure that on-duty strengths are managed within approved component manpower authorizations;
 - (d) Approve fully justified actions resulting in temporary overstrength situations within a component, provided plans for reducing promptly to authorized strength have been concurred in by the Director of Personnel;
 - (e) Evaluate proposals for establishing or changing the number, grade, or allocation of supergrade and Scientific Pay Schedule positions within the Agency and transmit proposals to the Executive Director-Comptroller with recommendations;
 - (f) Develop and authenticate Career Service Grade Authorizations based on approved staffing and development complements;
 - (g) Assure that the Career Services remain within their Career Service Grade Authorizations;
 - (h) Collaborate with the Director of Planning, Programming, and Budgeting in implementing the Agency's manpower control program;
 - (i) Project long-term Agency manpower requirements by numbers, skills, and occupational fields on the basis of information provided by the Director of Planning, Programming, and Budgeting, the Directorates, and other appropriate sources;
 - (j) Collaborate with the Director of Planning, Programming, and Budgeting in evaluating on a continuing basis manpower utilization throughout the Agency.
- (5) In support of the Executive Director-Comptroller, the Director of Planning, Programming, and Budgeting will:
- (a) Review proposals for organizational changes and changes in manpower ceilings allocated to an individual component and those which have budgetary, manpower, or program implications among two or more Directorates and submit appropriate recommendations to the Executive Director-Comptroller;
 - (b) Review proposals for significant changes in the organizational structure of Agency components and submit appropriate recommendations to the Executive Director-Comptroller;
 - (c) Review and recommend action to the Executive Director-Comptroller on proposals involving establishment or upgrading of positions which

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would raise the average position grade or increase the number of positions grade GS 14 or above.

- (d) Notify the Director of Personnel of organizational and manpower ceiling changes which have been approved by the Director of Central Intelligence;
- (e) Secure a continuing review of manpower levels and allocations among Agency components in terms of program objectives, levels of productivity, and grades and numbers of personnel;
- (f) In collaboration with the Director of Personnel, develop and recommend to the Executive Director-Comptroller policies, techniques, and procedures necessary to assure the operation of a continuing and systematic program of manpower control and reporting.

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MEMORANDUM FOR: Director of Personnel

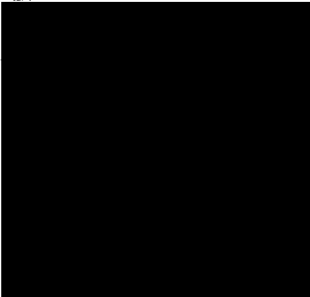

THROUGH : Deputy Director for Support

SUBJECT : Request for Transfer of Four Positions from
Support Services Staff to Office of Finance
and Increase in Average Grade

REFERENCES : a. Memo for Mult. Addrees fr Ex-Dir/Compt dtd
11 Feb 70: Subj: Personnel Ceilings for
FY 1970 and FY 1971
b. Memo for D/Fin fr DD/S dtd 24 Feb 70, subj:
Procedures to be Followed in Identifying
Surplus Personnel

1. This memorandum submits a request for approval; such request is contained in paragraph 7.

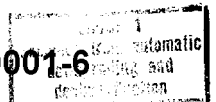
2. Under date of 25 September 1968, the Office of Finance transferred eight (8) positions to the Support Services Staff to accommodate seven (7) SF personnel detailed to the Support Information Processing Systems (SIPS) Staff to assist in the implementation of financial systems. These eight (8) positions were transferred at the grade levels of the personnel detailed as follows:

No.	Pos. Grade	Individual Accommodated	Inc. Grade
1	GS-13		GS-13 <i>returns in SIPS 11 slot</i>
1	GS-13		GS-13 <i>remains</i>
1	GS-13		GS-13 <i>returns in SIPS 12 "</i>
1	GS-12		GS-12 <i>" " SIPS 12 "</i>
1	GS-12		GS-12 <i>remains</i>
1	GS-09		GS-09 (replaced by  GS-09)
1	GS-08		GS-08 (subsequently promoted to GS-9) "
1	GS-07		<i>vacant</i>
8			

Other SF individuals assigned to SIPS

GS-15 assigned to SIPS slot
GS-14 assigned to DD/S Dev Comp

The above action reduced the Office of Finance average grade from GS-8.82 to GS-8.76.






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Concurrent with the reorganization of the Office of Finance, and
3./ Under date of 27 February 1969, the Executive Director-Comptroller
approved an increase in average grade for the Office to GS-8.88.

4. On 9 March 1970, the Chief, Support Services Staff advised this
Office that five (5) SF careerists assigned to SIPS Staff would be
returned by 30 June 1971 (Tab A). These five individuals are listed below:

Name	Grade
	GS-15
	GS-14
	GS-13
	GS-13
	GS-12

Prior to this notification, this Office had agreed to the return of
another GS-15 SF Careerist, 

5. The Office of Finance will be able to absorb  and
 (2 GS-15's), but cannot absorb the remaining four (4) individuals
(1 GS-14, 2 GS-13's and 1 GS-12). It is therefore recommended that the
four (4) positions occupied by these individuals be transferred from the
Support Services Staff to the Office of Finance (2 GS-13's, 1 GS-12 and
1 GS-11).

6. As instructed by references a and b, Tab B reflects those positions
to be reduced by 30 June 1971 to reach authorized ceiling  Transfer
of the above four (4) positions and reduction of the positions listed in
Tab B would adjust the Office of Finance average grade to GS-8.91. A
waiver of average grade limitation will be required as it is not possible
to further reduce positions within the Office to compensate for the
increased points resulting from this transfer.

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7. Approval for the transfer of four (4) positions at the grade levels stated in paragraph 5. from the Support Services Staff to the Office of Finance and an increase in average grade of .03 for the Office of Finance is requested.

L. E. Bush
Director of Finance

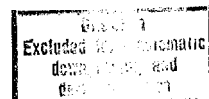
Attachments

Ref. Memoranda
Tab A
Tab B

Request contained in paragraph 7. is _____ approved; _____ disapproved:

Deputy Director for Support

Date



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EYES ONLY

9 MAR 1970

MEMORANDUM FOR: Director of Finance

SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

REFERENCE : Memo fr the DDS to each of the Support Offices
dtd 12 Feb 1970 (DDS 70-0605).

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[REDACTED]
1. As you know, the Support Services Staff will be required to reduce four ceiling positions by the end of Fiscal Year 1970 and by an additional twelve positions by the end of Fiscal Year 1971. We will meet the 1970 goal without any impact on your career service. Five Finance careerists will be involved in meeting the 1971 goal.

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[REDACTED]
2. According to the present schedule, the SIPS payroll system should be implemented at the beginning of Calendar Year 1971. This will mean that [REDACTED] will be available for reassignment to the Office of Finance during the first quarter of Calendar Year 1971.

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3. [REDACTED] will be available for reassignment to the Office of Finance during the May-June 1971 time period. The automated budget system, with which they are primarily concerned, should have completed its second full cycle by that time rendering their assignment surplus to the SIPS Task Force.

4. Identification of these individuals relates to the scheduled implementation of SIPS systems rather than individual performance or competence. Identifying people by name may be somewhat premature but I can see no alternative if we are to make information available to you in time for it to be useful in your planning for the FY 70 and FY 71 reductions in personnel ceilings.

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[REDACTED]

Chief, Support Services Staff

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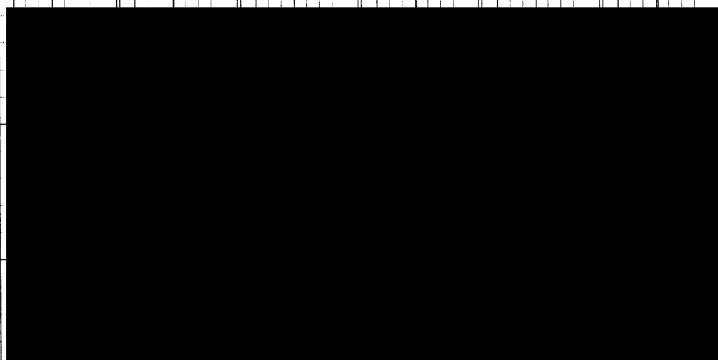
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Transferred from AF/Finance				Est. on SIPS T/O				
Position Location	No.	Grade	Incumbent	Grade	No.	Grade	Incumbent	Grade
(for PPE)								
Policy + Planning STAFF	1	13						
PROP. SYS. + ACCTS. DIV.	1	13						
INT. CONT. AN. DIV. INE BR	1	13						
CAL/FIN STA SUPT BR	1	12						
CAL/CONT. CL. BR.	1	12						
CAL/CONT CL. SEC.	1	9						
CAL/DOC CONT SEC	1	8						
MON/CUST + DISB.	1	7						
	8	87		9	106			
	GS-1087			GS-1127				

STATOTHR

25 March 1970

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